

## Chapter 9: Continuing Education and Course Certification

adopted - 11/2004; rev - 05/2006, 11/2007 and 07/2008

### Purpose

- 100 This chapter defines advanced training for purposes of administration of the law enforcement officer training program and provides instructions for completion and submission of related documents.

### Policy

- 101 The enabling legislation provides that the activities of law enforcement officers are of such nature as to require selection, education and training of a professional nature upon entrance and during the careers of such officers. Beginning in 2004, the Legislature enacted specific requirements for certain law enforcement officers to complete continuing education. This chapter shall focus on the continuing education and training during the careers of law enforcement officers.

**101.1 Continuing education requirements for municipal police chiefs and municipal officers**

1. The chief of police of any municipality in the State of Mississippi is required to annually complete twenty (20) hours of executive level continuing education courses and any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. Elected chiefs, although exempt from certification requirements, are not exempt from continuing education requirements.
2. Any police officer of any municipality in the State of Mississippi is required to annually complete a specified number of hours of continuing education courses which are approved by and reported to the Mississippi Board on Law Enforcement Officers Standards and Training. The following number of hours of continuing education courses is required for municipal police officers based upon the number of years following July 1, 2004:
  - a. 0-2 years after July 1, 2004 .....8 hours of annual training
  - b. 3-4 years after July 1, 2004 .....16 hours of annual training
  - c. 5 or more years after July 1, 2004..24 hours of annual training

- 101.2 Any chief of police or municipal police officer who fails to comply with the provisions of this section shall be subject to having his/her certification as a chief of police or municipal police officer revoked by the Mississippi Board on

Law Enforcement Officers Standards and Training, in accordance with Section 45-6-11. Failure to complete and/or report the training will place the agency on administrative hold. The Board shall notify the State Auditor's Office and the appropriate District Attorney or County Attorney of all noncompliance.

- 101.3 The Mississippi Board on Law Enforcement Officers Standards and Training is authorized to institute and promulgate all rules necessary for considering the revocation of any municipal chief of police or municipal police officer who does not comply with the provisions of this section, and may grant, for sufficient cause shown, an extension of time in which compliance with the provisions of this section may be made.
- 101.4 Any chief of police or municipal police officer who is aggrieved by any order or ruling made under the provisions of this section has the same rights and procedure of appeal as from any other order or ruling of the Mississippi Board on Law Enforcement Officers Standards and Training.
- 101.5 **Continuing Education shall be defined as;** instruction that enhances or develops law enforcement Knowledge, Skills or Abilities (KSA's) for either generalized or specialized law enforcement essential functions as determined by the Board. The Board will determine KSA's through the Job Task Analysis process of task evaluation, determination of essential functions followed by development of learning objectives. The Board shall conduct ongoing assessments of KSA's to determine the critical needs wherein agencies and individual officers would most benefit from programs. Continuing Education shall encompass several primary areas:
1. The advancement of KSA's presented in the "Basic Curriculum Learning Objectives" as defined by the Policy and Procedures manual of the Board on Law Enforcement Officer Standards and Training. Basic Curriculum advanced training is that training presented as a part of an officer's basic law enforcement training program that exceeds the program required for certification.
  2. The advancement of KSA's presented in the "Model Field Training Officer Learning Objectives" as defined by the Policy and Procedures manual of the Board. Field Training Officer programs are those which pair a law enforcement trainee with an officer who has been awarded a Field Training Officer Certification by the Board for the purposes of providing training from the learning objectives.
  3. The advancement of KSA's developed as a part of the ongoing assessment program to identify critical needs.
  4. The advancement of instructional KSA's and instructor certification programs to teach any Basic Curriculum Learning Objective, Model Field Training Officer Learning Objective or Executive and Leadership Learning Objective.



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Instructor certification programs are a critical element of the Board's training program. The staff shall work with all established training committees and training institutions to develop a coordinated plan to provide trained instructors.

5. The advancement of KSA's presented in the "Executive and Leadership Learning Objectives" as defined by the Policy and Procedures manual of the Board. Executive and Leadership Advanced Training is that training which is designed to provide instruction in the essential functions of law enforcement agency sergeants and above, directors, chiefs of police, sheriffs and constables.

**101.6 Continuing Education Planning and Budgeting** - The Board shall develop and implement a process each fiscal year to provide advanced training. The Board shall establish a working committee comprised of Board members, staff and designees from the criminal justice community to provide training plans, evaluate training needs, decide on training priorities and implement budget appropriations to provide funding.

1. The continuing education planning committee shall review the essential functions and revise or amend the list as needed. The committee shall determine whether established learning objectives need to be amended. Committee members shall consider the current state of the art through adequate research with other states, reports from professional associations as well as subject matter experts.
2. The advance training planning committee shall establish methods of training needs assessment including surveys, random testing or subject matter experts. Once the committee has established and submitted the training priorities to the full board for approval, the committee may then solicit training proposals.
3. The committee shall establish a written protocol to evaluate training proposals including adequate geographic distribution, costs factors and other quantifiable measures. Deadlines for proposals and related administrative activities shall be set. When complete, the committee shall publish a continuing education training plan.
  - a. FTO training grants shall include a monthly stipend to each FTO as well as appropriations to assist agencies with initial training needs. FTO's and agencies must agree to maintain required documentation in a format approved by the Board including the individual trainee records and FTO records.
  - b. Instructor training program funding for "train the trainer" shall be the first priority of the advanced training program. The Board shall annually

appropriate funding for instructor development and certification programs. Training institutions shall receive direct funding from the board to conduct instructor training. Scholarships for instructor training shall be awarded to accredited training institutions and departments based on the geographic distribution of instructional talent and the written commitment of time, talent and resources to provide training on the part of the recipient agency.

- c. Law enforcement professional associations approved for advanced training by the Board include the Mississippi Constable's Association, Mississippi Association of Chiefs of Police, and the Mississippi Sheriff's Association. These associations may provide critical needs continuing education, executive and leadership advanced training. Associations may limit their membership, however, the associations shall make provisions to admit non-members to any Standards & Training funded activity.

## **Procedures**

102 All participating agencies included under the LEOTP as described in this manual shall follow these steps in submitting required forms:

102.1 **Law Enforcement Course Certification Request** - This form is used to request approval from BLEOST to conduct advanced training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BLEOST.

1. Training providers may submit the **Course Certification Request** to obtain recognition of training, credit for elective training toward a legislative mandate, or to meet one or more requirements of the annual continuing education plan. Providers must agree to maintain required documentation in a digital format approved by the Board including the student record, class record and training records.
2. **Course Certification Request** forms shall include all requested information including course learning objectives that are linked to the essential functions established by the board. Teaching methodologies must include interactive learning activities such as scenario training. All approved training must have an assessment component which must include written or hands on demonstration of meeting the learning objectives for every participant.

102.2 **Law Enforcement Course Evaluation Instrument** - This form must be completed by all course attendees and returned to BLEOST. This questionnaire is a primary means used by BLEOST to gather information to assist in maintaining high quality courses.

102.3 **Law Enforcement Course Roster** - The **Course Roster** form is to be completed and submitted by the course coordinator to BLEOST **within** ten working days



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following completion of the course. In addition to the printed roster, the Board may require submission of electronic data base information. The roster shall also include appropriate reimbursement worksheets to facilitate payment.

- 103 **Law Enforcement Officer Firearms Standard for Active Duty and Off-Duty/Back-Up Handgun** - The State standard for law enforcement officer annual firearm training for all active duty and off-duty/back-up handguns is as follows:

### 103.1 **Active Duty Board Approved Firearms Qualification Course**

1. The weapon is a duty revolver or semi-automatic pistol. See Section 103.3 of Chapter 9 for the approved target list and scoring procedure. This is a 50 round course using duty ammunition or equivalent. The start position is loaded handgun in secured holster. All firing is two-handed standing unless noted otherwise. The initial loading procedure for semi-automatic handguns is to load with full magazine, magazine number two loaded with 5 rounds and all other magazines loaded to capacity. The initial loading procedure for revolvers is to load with 6 rounds. All speedloaders, speed strips, ammunition pouches, or loops loaded to capacity. All reloading must be from secured ammunition pouch. No reloading commands will be given. Ammunition management is the responsibility of the shooter after Stage II. Shooter is responsible for speed reloading or tactical reloading in order to maintain a loaded handgun. Running out of ammunition during a stage is not a valid excuse. Rounds not fired are scored as misses.
  - a. **STAGE 1** 3 Yard Line, on command, draw and fire 2 rounds weapon hand only in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.

**Note:** After Stage 1, weapon will be loaded with 6 rounds only. Semi-autos will be loaded with the 5 round magazine.
  - b. **STAGE 2** 5 Yard Line, on command, draw and fire 6 rounds weapon hand only and reload in 14 seconds. (Mandatory speed reload). On completion of time, scan and holster. Total of 6 rounds.
  - c. **STAGE 3** 5 Yard Line, on command, shooter will draw and transfer handgun to support hand and remain at the ready position for the next string. On command, fire 6 rounds support hand only in 6 seconds. On completion of time, scan and holster. Total of 6 rounds.
  - d. **STAGE 4** 5 Yard Line, on command, draw and fire 2 rounds center mass and 1 round within the head in 4 seconds. On completion of time, scan and holster. Repeat one additional time. Total of 6 rounds.

- e. **STAGE 5** 7 Yard Line, on command, draw and fire 2 rounds in 3 seconds. On completion of time, scan and holster. Repeat two additional times. Total of 6 rounds.
- f. **STAGE 6** 15 Yard Line, on command, draw and fire 3 rounds standing, drop to a kneeling position and fire 3 additional rounds in 12 seconds. On Completion of time, scan, stand, scan and holster. Repeat one additional time. Total of 12 rounds.
- g. **STAGE 7** 25 Yard Line, if range has barricades, they will be used as simulated cover for this stage. Barricades may not be used for support. On command, draw and fire 4 rounds standing and 4 rounds kneeling in 45 seconds. On completion of time, scan and holster. Total of 8 rounds.

#### 103.2 Off Duty/Backup Board Approved Firearms Qualifications Course

1. The weapon is a handgun used for off-duty/backup (ONLY). See the approved target list and scoring procedure in Section 103.3 of Chapter 9 . This is a 25 round course using approved ammunition. All stages are from holster, two-handed standing firing position unless noted otherwise. The loading procedure is 5 rounds unless otherwise directed by the Firearms Instructor. A final score of seventy-five percent (75%) must be achieved to successfully complete the course.
  - a. **STAGE 1** 3 Yard Line, draw and fire 2 rounds weapon hand ONLY. Time limit is 3 seconds. Draw and fire 3 rounds weapon hand ONLY. Time limit is 4 seconds. Total of 5 rounds.
  - b. **STAGE 2** 3 Yard Line (Disabled hand drill), when instructed, shooter will draw, transfer handgun to support hand and remain at the ready position for the next string. (To simulate that weapon hand is disabled). On command, fire 5 rounds support hand ONLY. Time limit is 5 seconds. Total of 5 rounds.
  - c. **STAGE 3** 5 Yard Line, draw and fire 5 rounds standing. Time limit is 6 seconds. Total of 5 rounds.
  - d. **STAGE 4** 7 Yard Line, draw and fire 3 rounds standing. Time limit is 5 seconds. Draw and fire 2 rounds standing. Time limit is 4 seconds. Total of 5 rounds.
  - e. **STAGE 5** 10 Yard Line, draw and fire 2 rounds standing. Time limit is 5 seconds. Draw and fire 3 rounds standing. Time limit is 6 seconds. Total of 5 rounds.

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### 103.3 Approved Target List and Scoring Procedures

1. Values on all targets: Regardless of target type, rounds breaking a scoring line count the lesser value. Rounds breaking the edge of the silhouette are scored as a miss. For the Off-Duty/Backup Qualification course point values will be double of those listed for a 50 round course.
  - a. Target B-27 (All Versions). Hits inside 8 ring counts 5 points, hits inside 7 ring counts 4 points, and hits outside 7 ring and in black count 3 points. Multiply total number of points by .4 for score.
  - b. Target TQ-19 (All Versions). Hits inside center mass and head area count 2 points and hits on other area of the silhouette count 1 point.
  - c. Target TQ-21 (All Versions). Hits inside center mass and head area count 2 points and hits on other areas of the silhouette count 1 point.
  - d. Target DOE-15. Hits inside center mass and head circle count 5 points, hits inside larger center mass area count 4 points, and hits on other areas of the silhouette count 3 points. Multiply total number of points by .4 for score.
  - e. Target Q (All Versions). 2 points for each hit inside bowling pin area.
2. Qualification scores are 75 to 85 percent = Marksman (Minimum passing), 86 to 92 percent = Sharpshooter, and 93 to 100 percent = Expert.